

# Invitation to Bid

## City of Milwaukee

CITY OF MILWAUKEE  
200 E WELLS STREET  
MILWAUKEE WI 53202  
United States

CIMIL

Bid ID	Date	Buyer	Page
CIMIL- 0000001180	06/16/2003	Diane Berndt	1
Payment Terms	DateTime Bid Open/	Closing	
PROMPT PAY	06/16/03 02:49 PM	07/10/03 02:00 PM	

Ship To: DPW-OPERATIONS-Central Garage-5452  
2142 WEST CANAL STREET  
MILWAUKEE WI 53233  
United States

Vendor: 0001030455  
WEBPAGE DOWNLOAD  
<http://www.milwaukee.gov/citygov/daa/sp/sp.shtml>  
MILWAUKEE WI 53202  
United States

Bill To: DPW-OPERATIONS-Central Garage-5452  
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Line	Item	Description	Quantity	UM	Need Date
1		VC FOR CR BRAND BEARINGS & SEALS	1.00	VEN	

Freight Terms: DEST

Ship Via: NOT APPL

VENDOR CONTRACT FOR CR BRAND (NO SUBSTITUTE) BEARINGS AND SEALS FOR A THREE YEAR PERIOD ANTICIPATED TO BE FROM 9/15/2003 TO 9/14/2006.

THE ITEMS LISTED BELOW ARE REPRESENTATIVE OF THOSE THAT MAY BE ORDERED AND THEIR PRICES WILL BE USED FOR BID EVALUATION AND AWARD PURPOSES. ITEMS PURCHASED WILL NOT, HOWEVER, BE LIMITED TO THIS LISTING. BIDDERS MUST QUOTE ON ALL ITEMS LISTED TO BE ELIGIBLE FOR AN AWARD.

THE VENDOR SHALL ENTER THE FOLLOWING FOR BID EVALUATION PURPOSES ON THE LINES PROVIDED BELOW:

THE CATALOG NAME AND NUMBER USED FOR PRICING THE ITEMS; STANDARD PRICING FOR THE ITEMS LISTED; THE DISCOUNT OFF OF MANUFACTURER'S PRICE LIST THAT WOULD BE ALLOWED, NOT ONLY FOR ITEMS LISTED, BUT ALSO FOR ALL OTHER RELATED PRODUCT LINES CONTAINED IN THE CATALOG LISTED; AND THE DISCOUNTED PRICE FOR EACH ITEM LISTED. FAILURE TO LIST ANY OF THE INFORMATION REQUESTED MAY RESULT IN BID REJECTION.

ITEMS TO INCLUDE, BUT NOT LIMITED TO:

A. 18992 SEAL

PRICE EACH: \$ \_\_\_\_\_ DISCOUNT: \_\_\_\_\_ % DISCOUNTED PRICE EA. \$ \_\_\_\_\_

WE BID MFR AND PART # \_\_\_\_\_

NAME & NO OF CATALOG: \_\_\_\_\_

B. 30033 SEAL

PRICE EACH: \$ \_\_\_\_\_ DISCOUNT: \_\_\_\_\_ % DISCOUNTED PRICE EA. \$ \_\_\_\_\_

WE BID MFR AND PART # \_\_\_\_\_

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NAME & NO OF CATALOG: \_\_\_\_\_

C. 44919 SEAL

PRICE EACH: \$ \_\_\_\_\_ DISCOUNT: \_\_\_\_\_ % DISCOUNTED PRICE EA. \$ \_\_\_\_\_

WE BID MFR AND PART # \_\_\_\_\_

NAME & NO OF CATALOG: \_\_\_\_\_

D. 47697 SEAL

PRICE EACH: \$ \_\_\_\_\_ DISCOUNT: \_\_\_\_\_ % DISCOUNTED PRICE EA. \$ \_\_\_\_\_

WE BID MFR AND PART # \_\_\_\_\_

NAME & NO OF CATALOG: \_\_\_\_\_

E. BR 13 BEARING

PRICE EACH: \$ \_\_\_\_\_ DISCOUNT: \_\_\_\_\_ % DISCOUNTED PRICE EA. \$ \_\_\_\_\_

WE BID MFR AND PART # \_\_\_\_\_

DISCOUNT OFF LIST PRICE FOR OTHER ITEMS NOT LISTED IN THIS BID: \_\_\_\_\_ %

NAME & NO OF CATALOG: \_\_\_\_\_

BIDDERS SHOULD QUOTE THE MOST CURRENT PART NUMBER AVAILABLE. ANY PART NUMBER CHANGES WILL BE VERIFIED BY THE USER DEPARTMENT PRIOR TO AWARD.

ORDERS WILL BE PLACED FOR QUANTITIES AS NEEDED. THE TOTAL ESTIMATED DOLLAR AMOUNT OF THIS CONTRACT IS \$45,000.00. THIS IS ONLY AN ESTIMATE AND THE CITY DOES NOT GUARANTEE THE AMOUNT THAT WILL ACTUALLY BE PURCHASED.

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AN AWARD WILL BE MADE IN TOTAL TO THE LOW RESPONSIVE AND RESPONSIBLE BIDDER COMPLYING WITH BID SPECIFICATIONS AND DELIVERY REQUIREMENTS. LOW TOTAL WILL BE DETERMINED FROM THE GRAND TOTAL OF ALL DISCOUNTED PRICES LISTED. BIDDERS MUST QUOTE ALL ITEMS LISTED TO BE ELIGIBLE FOR AN AWARD.

DELIVERY 2 WORKING DAYS FOR STOCK ITEMS; 5 WORKING DAYS FOR NON STOCK ITEMS.

WILL YOU COMPLY WITH THIS REQUIREMENT? \_\_\_ YES \_\_\_ NO

NOTE: IF YOU CANNOT MEET THE ABOVE DELIVERY REQUIREMENT, YOUR BID WILL BE CONSIDERED NON-RESPONSIVE!

VENDOR SHOULD BE A LOCAL STOCKING DEALER ABLE TO ACCOMMODATE EMERGENCY REQUIREMENTS.

CONTACT PERSON FOR ORDER PLACEMENT: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

THIS WILL BE A THREE (3) YEAR CONTRACT FROM DATE OF AWARD SUBJECT TO ANNUAL REVIEW BY THE CITY WITHIN SIXTY (60) DAYS OF THE ANNIVERSARY DATE. THE VOLUME LISTED IS AN ESTIMATE AND IS NO GUARANTEE AS TO THE AMOUNT THAT WILL BE PURCHASED DURING THE TERM OF THE CONTRACT. CONTRACT CONTINUANCE IS CONTINGENT UPON THE AVAILABILITY OF FUNDING FOR THE MATERIALS OR SERVICES TO BE PROVIDED DURING THE THREE YEAR TERM OF THE CONTRACT.

PRICES QUOTED MUST BE FIRM FOR ONE YEAR AFTER WHICH AN ESCALATOR MAY BE INVOKED UPON REQUEST AND VERIFICATION OF A LETTER FROM THE SUPPLIER AND/OR PUBLISHED PRICE SHEETS. SUCH REQUEST MUST BE MADE AT LEAST SIXTY (60) DAYS IN ADVANCE OF THE EFFECTIVE DATE OF THE INCREASE. PRICE SHALL BE BASED ON PRODUCT COST ONLY AND NOT TO EXCEED 10% OF THE FIRM BID PRICE DURING THE CONTRACT PERIOD. THE INCREASE MUST BE APPROVED BY THE BUSINESS OPERATIONS DIVISION, PROCUREMENT SERVICES SECTION PRIOR TO ITS EFFECTIVE DATE.

LIKewise, ANY DE-ESCALATION IN PRICE SHALL BE PASSED ON TO THE CITY. VENDORS ARE OBLIGATED TO TREAT PRICE DECREASES AS EQUALLY AS PRICE INCREASES DURING THE TENURE OF THE CONTRACT. PRICE ESCALATION CLAUSES ARE NOT APPLICABLE FOR "DISCOUNT FROM LIST" CONTRACTS AS THE VENDOR'S CURRENT LIST WILL ALREADY REFLECT MARKET CHANGES. THEREFORE, WHILE PERCENT OF DISCOUNT OFFERED BY VENDOR MUST REMAIN FIRM FOR TERM OF CONTRACT, VENDOR MUST PROVIDE UPDATED PRICE LISTS TO THE CITY USER DEPARTMENT(S) WHEN UPDATED.

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BY SIGNING THIS BID, BIDDER HEREBY AGREES TO ALL THE TERMS AND CONDITIONS OF THE "CITY OF MILWAUKEE INSTRUCTIONS, TERMS AND CONDITIONS FOR FORMAL BID & CONTRACT" DOCUMENT DATED 8-15-01, WHICH IS HEREBY REFERENCED AND INCORPORATED AS PART OF ANY CONTRACT THAT IS AWARDED AS A RESULT OF THIS BID. THIS DOCUMENT CAN BE FOUND AT THE BUSINESS OPERATIONS DIVISION'S WEB SITE:

[HTTP://WWW.MILWAUKEE.GOV/CITYGOV/DOA/SP/FORMAL.HTM](http://www.milwaukee.gov/citygov/doa/sp/formal.htm) OR YOU MAY OBTAIN A COPY BY CALLING OUR OFFICE AT (414) 286-3501.

THE CITY STRIVES TO MAKE TIMELY PAYMENT ON ALL INVOICES. PAYMENT TO THE VENDOR WILL BE DEEMED TIMELY IF THE PAYMENT IS MAILED, DELIVERED OR TRANSFERRED WITHIN 60 CALENDAR DAYS AFTER RECEIPT OF A PROPERLY COMPLETED INVOICE OR RECEIPT AND ACCEPTANCE OF THE PROPERTY OR SERVICE UNDER THE ORDER OR CONTRACT, WHICHEVER IS LATER. IF THE CITY DOES NOT MAKE PAYMENT BY THE 60TH CALENDAR DAY, THE CITY SHALL PAY SIMPLE INTEREST BEGINNING WITH THE 31ST CALENDAR DAY OF THE RATE OF ONE PERCENT PER MONTH (UNLESS THE CITY DISPUTES THE AMOUNT OF THE INVOICE). REFERENCE COMMON COUNCIL FILE NO. 900859 ADOPTED OCTOBER 16, 1990, PROVISIONS OF STATE STATUTE 66.285 AND 66.286

IF YOU WOULD LIKE TO OFFER A PAYMENT DISCOUNT TO THE CITY, PLEASE STATE BELOW:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ DAYS

THE CITY WILL DETERMINE THE LOW BIDDER BY TAKING INTO CONSIDERATION CASH DISCOUNTS OFFERED BY THE BIDDERS ONLY IF THE PAYMENT TERMS ARE 30 DAYS OR MORE. HOWEVER, IF THE LOW BIDDER WHO IS AWARDED THIS CONTRACT HAS QUOTED A MORE FAVORABLE DISCOUNT FOR EARLIER PAYMENT, AND THE CITY PAYS WITHIN THAT EARLIER TIMEFRAME, THE BIDDER WILL BE HELD TO THAT QUOTED DISCOUNT.

A. INVITATION: Sealed bids for furnishing supplies, equipment, work, material, labor, services, or material and labor combined as specified below must be received in the Business Operations Division, Procurement Services Section, Room 601, City Hall, 200 East Wells Street, Milwaukee, WI 53202,

NO LATER THAN 2:00 PM ON: THURSDAY, 7/10/03

ALL BIDS WILL BE OPENED AND READ PUBLICLY ON THE DATE AND TIME INDICATED. ALL BIDS RECEIVED AFTER THIS DATE AND TIME WILL BE REJECTED.

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B. FORM AND MANNER OF BID: Please note that bids must be SEALED, addressed to Business Operations Division, Procurement Services Section, Room 601, City Hall, 200 E. Wells St., Milwaukee, WI 53202. Your bid envelope must be plainly marked in the lower left hand corner of the envelope as follows:

Bid Number: 0000001180

Bid Closing Date: 2:00 P.M., THURSDAY, 7/10/03

Commodity/Service: VENDOR CONTRACT FOR CR BRAND BEARINGS & SEALS

Any bid received in an envelope not properly and clearly marked as specified above may result in the bid being rejected.

C. DESCRIPTION: VENDOR CONTRACT FOR CR BRAND BEARINGS & SEALS

D. PLANS AND/OR SPECIFICATIONS: AS SPECIFIED IN BID

E. SPECIAL CONDITIONS: The following special conditions apply to this Invitation to Bid and the award of the contract following the receipt of bids:

SEE BID FOR DELIVERY REQUIREMENTS.

ALL GOODS MUST BE DELIVERED FOB DESTINATION TO CITY ADDRESS INDICATED AT TIME OF ORDER PLACEMENT. FREIGHT CHARGES ARE PERMISSIBLE ONLY WHEN DPW BUILDINGS AND FLEET DIVISION, FLEET SERVICES SECTION, SUPERVISORY PERSONNEL REQUEST SPECIAL HANDLING.

VENDOR MUST BE A LOCAL STOCKING DEALER OF CR BRAND BEARINGS & SEALS

THE EMERGING BUSINESS ENTERPRISE (EBE) PROVISION FOR THIS BID WILL BE 0%. (if applicable, see attached terms and conditions for more details).

Any special conditions stated above shall take precedence over any conflicting provisions stated elsewhere in this document or any attached terms and conditions.

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F. BID DEPOSIT OR BID BOND REQUIRED (See attached Terms and Conditions for more details): NONE

G. PERFORMANCE BOND REQUIRED (See attached Terms and Conditions for more details): NONE

DOES ANY OFFICER, EMPLOYEE, AGENT, MEMBER OF A GOVERNING BODY, OR PUBLIC OFFICIAL OF THE CITY OF MILWAUKEE WHO EXERCISES ANY FUNCTIONS OR RESPONSIBILITIES IN CONNECTION WITH THE REVIEWING, APPROVING OR ADMINISTERING THE CARRYING OUT OF ANY SERVICES OR REQUIREMENTS TO WHICH THIS BID PERTAINS, HAVE ANY PERSONAL INTEREST, DIRECT OR INDIRECT, IN THIS BID AND ANY CONTRACT THAT MAY RESULT THEREOF?

Yes \_\_\_\_\_ No \_\_\_\_\_

Has your business been certified as an Emerging Business for the City of Milwaukee by the Emerging Business Enterprise Program?

Yes \_\_\_\_\_ No \_\_\_\_\_

If you are interested in the certification process for your business, please contact the Emerging Business Enterprise Program Office for more information at (414) 286-8781.

Would you be willing to extend the pricing from any contract that may result from this bid to other V.A.L.U.E. members of local government entities in the southeastern Wisconsin area including but not limited to the Milwaukee Metropolitan Sewerage District (MMSD) and/or Milwaukee Public Schools (MPS)?

Yes \_\_\_\_\_ No \_\_\_\_\_

Please be advised that the award of this bid by the City of Milwaukee is NOT contingent upon your agreement to the above request. If, however, you agree to extend to any other agencies, each agency will be responsible for issuing and administering its own contract and resulting purchase order.

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# Invitation to Bid No. 0000001180

CITY OF MILWAUKEE  
Department of Administration  
Business Operations Division  
Procurement Services Section

## BINDING SIGNATURES FOR BID AND CONTRACT

Upon award and acceptance of this bid by the City of Milwaukee, the undersigned bidder, by its authorized persons signing below, agrees that all provisions set forth herein will become binding as a formal contract upon the fulfillment of all conditions precedent set forth herein.

This agreement constitutes the entire agreement between the parties relating to the subject matter of this agreement. All prior understandings, agreements, correspondence and discussions of the parties are merged into and made a part of this agreement.

**CONTRACTOR (To be signed by two persons authorized to legally bind your firm to this contract)**

Bidder's Firm \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Fax number \_\_\_\_\_

Federal ID # \_\_\_\_\_

BY: \_\_\_\_\_  
(manual signature required)

NAME \_\_\_\_\_  
(typed or printed)

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

BY: \_\_\_\_\_  
(manual signature required)

NAME \_\_\_\_\_  
(typed or printed)

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

**Witnesses: Two Witnesses to Bidder's Authorized Signature**

BY: \_\_\_\_\_  
(manual signature required)

NAME \_\_\_\_\_  
(typed or printed)

BY: \_\_\_\_\_  
(manual signature required)

NAME \_\_\_\_\_  
(typed or printed)

Ref: Forms/formalsignpagerev

This section must be fully completed and witnessed in order to process your bid.

### FOR OFFICIAL CITY USE ONLY

CITY OF MILWAUKEE, a municipal corporation

BY \_\_\_\_\_  
City of Milwaukee Purchasing Director

DATE \_\_\_\_\_

Countersigned:

BY \_\_\_\_\_  
City Comptroller

DATE \_\_\_\_\_